



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
107 ARMY PENTAGON
WASHINGTON, D.C. 20310-0107

Office, Chief Information Officer/G-6

13 FEB 2006


SAIS-GKP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Consolidated Buy (CB) of Desktop and Notebook Computers

1. The Army's first CB of desktop and notebook computers in 4Q FY05 resulted in cost avoidance to the Army in excess of \$13 million. Army organizations taking advantage of this purchase discount netted substantial savings regardless of the quantities procured; agencies ordering lesser quantities benefited the same reduced cost as larger volume purchaser. The Army Small Computer Program (ASCP), in conjunction with the Information Technology E-Commerce and Commercial Contracting Center, will continue to conduct CBs in February/March and August/September each fiscal year.
2. All desktop and/or notebook computers must be purchased through the ASCP in accordance with Army Regulation 25-1, Army Knowledge Management and Information Technology. Organizations using non-IT programmed dollars to procure CB items must submit an AKM Goal 1 waiver if such expenditures exceed \$25K Operation & Maintenance, Army or \$100K Research, Development, Test and Evaluation, under DA Pamphlet 25-1-1, Information Technology Support Services (Para 2-6d). Organizations with requirements for computer configurations not found within the CB may request an exception under the following criteria:
 - a. Mission critical requirements
 - b. Mandatory OCONUS host-country agreements
 - c. Non-CB configuration requirements
4. Complete information on purchasing through the ASCP is available at https://ascp.monmouth.army.mil/scp/cb/cb_index.jsp. Instructions for utilizing the CB (encl 1) and templates for justifying the exceptions (encl 2) are available at the website.
5. POC for this action at ASCP is Mr. Brian Rieth, DSN: 987-6589, Comm: 732-427-6589, e-mail: brian.rieth@us.army.mil.

2 Encls


STEVEN W. BOUTELLE
Lieutenant General, GS
Chief Information Officer/G-6

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SUBJECT: Consolidated Buy (CB) of Desktop and Notebook Computers

DISTRIBUTION:

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US ARMY SPACE AND MISSILE DEFENSE COMMAND
(CONT)

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SUBJECT: Consolidated Buy (CB) of Desktop and Notebook Computers

DISTRIBUTION: (CONT)

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HEADQUARTERS, NETCOM/9TH ARMY SIGNAL COMMAND

PEO ENTERPRISE INFORMATION SYSTEMS

CONSOLIDATED BUY (CB) ORDERING INSTRUCTIONS

1. Access the Army Small Computer Program (ASCP) *it e-mart* at <https://ascp.monmouth.army.mil/scp/index.jsp>
2. Click the Consolidated Buy icon to review available products and prices.
Note: Products and prices offered on the CB are discounted offerings from ASCP's Blanket Purchase Agreements (BPAs) for Army Desktop and Mobile Computing (ADMC). Additional products and ancillary items not specifically offered on the CB but available on the vendor's ADMC BPA may be added to a CB order as separately negotiated items. Customers unable to identify a CB item to satisfy requirements may obtain an exception utilizing the Exception Process at https://ascp.monmouth.army.mil/scp/cb/cb_exception_process.jsp.
3. Customer's designated Contracting Activity contracting officer or ordering officer (including purchase card holders) issues order(s) directly to CB vendor(s), and provides a copy of the order to ASCP by:

FAX (732)532-5185
or
E-mail: sfae-ps-ei-scp-Itemart@mail1.monmouth.army.mil
4. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, paragraph, 3-3e(1)(c), states that an organization must request a HQDA CIO waiver for all IT expenditures using non-IT programmed funds that exceed the dollar thresholds as published in the annual guidance. Non-IT programmed dollars will not be spent on IT requirements without a HQDA CIO waiver. Also see DA PAM 25-1-1, paragraph 2-6d.
5. Army Regulation (AR) 25-1, Army Knowledge Management and Information Technology, paragraph, 3-2e, states that installation Director of Information Management is the single authority to validate purchases of IT resources on the installation, including tenant activities. Customers shall comply with AR 25-1 in accordance with local procedures.

Army Consolidated Buy (CB) Exception Process

1. The purchase of desktop and/or notebook computers outside the CB process may be authorized by an 06 or GS/15 (or equivalent) at the customer activity based upon any of the following exceptions:

- a. Mission Critical Requirements – Items that are required in a time frame that cannot be satisfied by the next regularly scheduled CB period.
- b. Mandatory OCONUS host-country agreement requires items not available through the CB.
- c. Non-CB Configuration Requirements – Required desktop or notebook configurations and/or capabilities differ substantially from the CB designated configurations and cannot be satisfied by the inclusion of upgrades and/or peripherals offered on the CB.

2. Any organization invoking an exception shall obtain the 06/GS-15 (or equivalent) approval prior to ordering through any other contractual agreement. The contracting officer or ordering officer (including purchase card holders) placing the order shall maintain a copy of the approved exception in the contract order file, and provide a copy to ASCP through one of the following:

- a. FAX to: (732)532-5185 DSN: 992-5185
-or-
- b. Email (Subject: CB Exception) attachment to:
sfac-ps-ei-scp-itemart@mail1.monmouth.army.mil

3. The following guidelines are offered for documenting the justification for an exception:

- a. Prepare on customer activity letterhead with address
- b. Include the following:
 - i. date
 - ii. Subject: CB Exception
 - iii. Description of required products, quantities, unit cost and total cost
 - iv. Explanation of impact of waiting for next CB
 - v. Point of Contact
 - vi. Approver's name, title, grade/rank, location and signature.